

TGEI Steering Committee Meeting Minutes

May 30, 2008

Members Present

George Zukotynski, Chair
Lamont Price
Kandi Thomas
Kathy Anderson
Pam Busby
Trish Pulley, DoHR Liaison
Ernie Ricketts, DoHR

Members Via Conference Line

Karen Hale, Past Chair

Members Absent

Jesse Neely
Tracy Carter
Donna Bridges
Leslie Sperrazza
Jack Elder
Nat Johnson, Vice Chair
Emily Wilson

Call to Order

Chair George Zukotynski called the May 2008 Steering Committee meeting to order at 11:30 a.m.

Review of April Meeting Minutes

George asked if everyone had received the Draft April minutes and if there were any changes needed. George requested two changes. One involved correction of a typo. The other change involved formalizing the process of sharing planning notebooks or other planning tools with subsequent steering committees to achieve efficiency in planning recurring events. Kandi agreed to make the changes and a motion was made to approve the April minutes. Motion was seconded and all present were in favor of approving the April minutes. George asked Kandi to finalize the minutes and send them to Trish at DoHR for posting.

Officers and Committee Reports

Secretary:

Kandi Thomas – No report

Treasurer:

Kathy Anderson – Although Kathy had no formal report, she provided the current bank balance of \$1,074.11.

Newsletter:

Nat Johnson – Nat was not present. Trish did tell the committee that she and Nat were still planning for a June newsletter, but that she and Nat were currently dealing with the budget crisis and employee buy-out options which had also prevented DoHR from finalizing the dates for the Fall Conference and TGEI Graduation. George also raised a question about the number of newsletters the

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steering committee should publish as required by the by-laws. See additional discussion in New Business.

Web page:

Pam reported she had received emails/comments from steering committee members identifying recommended changes to the web-page. These recommendations had been shared with Trish and others at DoHR. Further discussion follows in New Business.

TGEI/TGMI Fall Conference:

According to Trish, DoHR is currently dealing with the budget crisis and employee buy-out options and have put planning of the Fall Conference on hold at this time. Trish did say that DoHR is committed to the TGEI and TGMI programs and to the Fall Conference. DoHR will evaluate whether budget constraints will allow them to proceed with the Fall Conference and if so, settle on a date for the conference. Leslie should keep the committee informed once planning resumes. Jack Elder / Karen Hale / Pam Busby / Donna Bridges / are committee members.

Golf Tournament:

Kathy reported that Jesse had reserved three courses for September 19, 2008. However, they still needed to formalize/finalize the date and course selection. Once they do, they will provide the date and information to Trish so that the event info can be added to the calendar of events on the web-page. The estimated cost per golfer at this time is \$65. See New Business for additional discussion.

Holiday Breakfast:

Committee Co-Chairs were not present to provide a formal report. George asked Trish to add the date of the breakfast to the web-page calendar of events. The date is set for December 4, 2008, at Ellington Agricultural Center. Kandi Thomas / Leslie Sperrazza / Donna Bridges / Tracy Carter / will assist.

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Community Service Project:

Lamont Price – Chair. Lamont told the Ronald McDonald House representatives of our interest in their community service opportunities. Lamont will communicate with RMH personnel again when time gets closer. We also discussed our options to do this service project even if the Fall Conference is cancelled. Further discussion follows in New Business.

Spring Social/25th Anniversary:

Pam discussed the 25th Anniversary of TGEI and our plan to coordinate with DoHR to celebrate this milestone. However, due to the current budget constraints and uncertainty, planning for this event is on-hold at the moment. Trish said she would keep us informed as decisions were made regarding what DoHR could commit to regarding this event.

New Business

Web Page

George and Pam discussed the emails received from committee members regarding suggestions for web-page improvements. Pam has shared all the comments with Trish at DoHR. Trish indicated that she and Debbie Eggars have worked on the web-page and updates that could be made would be made by the end of the day. George and Kandi had already viewed changes to the steering committee picture page and the calendar of events link. George thanked Trish and Pam for their efforts. Trish indicated that DoHR was committed to updating the web-page and that in some cases DoHR did not have class pictures for all classes. They are attempting to solicit class pictures from our members in hopes of obtaining class pictures for all classes. We will add this request for class pictures to the newsletter. Trish also asked for suggestions of the types of photos the committee might like to see on the web-page. Pam, George, and Karen will get with Trish to select possible photos. Pam will coordinate the date for these members to review and select photos. George also mentioned that the Alumni Directory link did not work; however, Trish and Debbie Eggars had verified the link did work. Since there is confusion about the link, we need to revisit the link and determine whether it is a system glitch or an instruction (how to use) problem. Karen also commented that users may not understand how to use the site. Trish said that Debbie Eggars would welcome any assistance in working through the issues. DoHR plans to do a walk-through of potential problems with the directory and provide an update at our next meeting. Trish also informed us that the 25th Anniversary Book will appear on the web-page. Customers to the web-page will experience a current, up-to-date web-page.

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George stated the work group would strive for completion of this project by December 2008.

Newsletter

Trish said that she and Nat were still planning for a June newsletter. However, critical dates for the Fall Conference and for Graduation have not yet been set. Trish stated that DoHR had to focus on budget issues and at this time TGEI planning was on hold. When possible Trish believed DoHR would select the dates for the conference and for graduation.

George raised the question about the by-laws requirement that the steering committee issue 4 newsletters each year and whether this requirement was realistic. He also questioned whether we should amend the by-laws to provide more flexibility regarding the number of newsletters issued. Trish said the system has the capacity to support 4 newsletters, but we need to obtain information from members as to the usefulness of the newsletter. George mentioned that the newsletter process is extremely time intensive and that perhaps the steering committee should decide whether we continue to divide our efforts on the web-page and on the newsletter, or whether we consider devoting greater attention to the web-page which would afford members with internet access with real-time access to any TGEI news and information. Since attendance at today's meeting was low, the committee wanted to wait to make this critical decision. George stated we would revisit the newsletter concept and also discuss all manners of communication to our members to ensure we best utilize our resources.

Golf Tournament

Kathy briefly discussed that Jesse had tentatively scheduled September 19, 2008, at three different courses. Kathy will contact Jesse to finalize the date and course selection.

Fall Conference

DoHR has not yet selected the conference date. Trish stated that DoHR is committed to the Fall Conference; however, given the current demands of the budget, DoHR management has put planning on hold. Trish will let us know when management has made final decisions about proceeding with the conference.

Holiday Breakfast

We discussed the planning of the Holiday Breakfast and ensuring that each subsequent steering committee benefits from any planning documents and tools used by prior committees. We specifically discussed the fact that the Holiday Breakfast is self-supporting and not dependent of the DoHR budget.

Community Service Projects

Lamont contacted representatives from the Ronald McDonald House and told them we were interested in their community service opportunities. The opportunities included providing either donations of items or cash. At this time, we are still hopeful that this project will take place in conjunction with the Fall Conference. In the event the Fall

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Conference is cancelled, Lamont thought we could still ask TGEI members to support this service project. Lamont believed we could successfully communicate the Ronald McDonald House needs and wish list to our members and still have a successful service project. Lamont will contact the Ronald McDonald House representatives again closer to the date of the Fall Conference or date of the committee's choosing should the Fall Conference be cancelled.

We still plan to provide the opportunity to donate to St. Jude's at the Holiday Breakfast.

Spring Social/25th Anniversary Celebration

Pam reported that we still want to pursue the coordinated effort with DoHR to plan the TGEI's 25th year anniversary celebration, but at this time planning was on hold due to the budget and employee buy-out responsibilities. Trish still agreed that DoHR was interested in this endeavor, but that we would have to wait and see. Trish would let us know.

Other Business

George addressed action items from the April 2008 meeting. Specifically, George asked Trish is there had been any discussion or determination of the tax-exempt status of TGEI based on the original question posed by Jesse. Trish had not addressed and was uncertain as to what specific information Jesse was seeking. Trish will contact Jesse directly to follow up ensure she understands the issue and will report to us at the June meeting.

George asked Trish about DoHR's commitment to training and educational events for TGEI and TGMI. Trish stated that DoHR is committed to providing training and educational events. Even with the current budget concerns, Trish thought the DoHR was still hoping to fund the Fall Conference, one other educational event, and the 25th Anniversary Celebration. However, until DoHR management could fully and carefully consider the budget ramifications, DoHR did not want to promise more than they could ultimately deliver.

George asked if any member had watched the TGMI promotional DVD. He and Kandi had watched and both thought the promotional material was impressive. Trish shared the details of what went into the making of the TGMI promotional DVD. Trish also shared that Commissioner Story thought this would be a great idea for TGEI to pursue. George indicated that with the new class selection and upcoming 3-week sessions, it would be a great time to film the class for use in the promotional materials. The steering committee members decided that since no one had the passion to take on this endeavor this year, we would not pursue making a TGEI promotional DVD at this time.

George informed us of his meeting with TGMI Steering Committee Chair, Greg Duncan, and encouraged us to continue to partner with TGMI whenever we had the opportunity. Lamont will continue to communicate with TGMI's Community Service Project Chair so

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that the two memberships could support each other. Trish thought this was a good idea as well.

George sent a sympathy card to Andy Lyons, TGEI Class of 2007, on the death of his father.

Today is Pam Busby's birthday. Happy Birthday Pam!!

George asked if there were any other pressing matters and there were none.

Next Meeting

The meeting was adjourned at 12:30 p.m.

The next meeting is set for June 27, 2008, at 11:30 a.m. in the Andrew Jackson Building, 15th Floor. The conference line will be available for our next meeting. The conference line telephone numbers are 741-1193 (local) and 1-877-214-0097 (long distance).



Tennessee Department of Human Resources, Employee Learning & Development, Printing Authorization Number 319503, 15 copies. This Public Document was promulgated at a cost of \$3.19 per copy, April, 2008.